



# College Coordinating Council Meeting

**October 26, 2022**  
 9:30 a.m. – 10:30 a.m.  
 SSV 151 – Board Room

**Type of Meeting: Regular**  
**Note Taker: Patty McClure, Megan Aceves**  
**Please Review/Bring: Agenda, Minutes**

**Committee Members:**  
 Van Rider, Academic Senate  
 Diana Ferrassoli, ASO  
 Pamela Ford, Classified Union  
 Greg Bormann Confidential/Management/Supervisory/Administrators  
 LaDonna Trimble, Deans  
 Dr. Jason Bowen, Faculty Union

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Dr. Jennifer Zellet, **CHAIR**  
 Shami Brar, Vice President of Administrative Services  
 Bridget Cook, General Counsel  
 Dr. Howard Davis, Interim Vice President of Academic Affairs  
 Harmony Miller, Interim Executive Director of Human Resources  
 Dr. Jose Rivera, Interim Vice President of Student Services

## MEETING

Items	Person(s) Responsible	Time	Action
<b>STANDING ITEMS:</b>			
I. Approval of Previous Minutes of September 28, 2022	All	1 minute	
II. Constituent Reports	All	5 minutes	
<b>DISCUSSION/ACTION ITEMS:</b>			
I. BP/AP 2110 – Vacancies on the Board	Jennifer	2 minutes	
II. BP 2310 – Regular Meetings of the Board	Jennifer	2 minutes	
III. BP/AP 2710 – Conflict of Interest	Jennifer	2 minutes	
IV. AP 2712 – Conflict of Interest Code	Jennifer	2 minutes	
V. BP/AP 4010 – Academic Calendar	Howard	2 minutes	
VI. BP/AP 4040 – Library and Learning Support Services	Howard	2 minutes	
VII. AP 4041 – Instructional Media Services	Howard	2 minutes	

VIII.	AP 4042 – Learning Support Services	Howard	2 minutes	
IX.	BP/AP 4400 – Community Services	Howard	2 minutes	
X.	<b>NEW</b> – Emeritus Status	Jennifer	2 minutes	
<b>POLICIES OUT FOR CONSTITUENT REVIEW</b>				
<b>BP/AP 4100</b> – Graduation Requirements & Degrees & Certificates – Since September 28, 2022				
<b>NEXT MEETING DATE: November 9, 2022</b>				



# College Coordinating Council MINUTES

**September 28, 2022**  
9:30 a.m. – 10:30 a.m.  
SSV 151 – Board Room

**Type of Meeting: Regular**  
**Note Taker: Amanda Khatib, Megan Aceves**  
**Please Review/Bring: Agenda, Minutes**

**Committee Members:**  
Van Rider, Academic Senate  
Diana Ferrassoli, ASO  
Pamela Ford, Classified Union  
Greg Bormann Confidential/Management/Supervisory/Administrators - **ABSENT**  
LaDonna Trimble, Deans - **ABSENT**  
Dr. Jason Bowen, Faculty Union

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Shami Brar, Vice President of Administrative Services – **CHAIR**  
Bridget Cook, General Counsel - **ABSENT**  
Dr. Howard Davis, Interim Vice President of Academic Affairs  
Harmony Miller – Interim Executive Director of Human Resources  
Dr. Jose Rivera, Interim Vice President of Student Services

## MINUTES

Items	Person(s) Responsible	Time	Action
<b>STANDING ITEMS:</b>			
I. Approval of Previous Minutes of September 14, 2022.	All	1 minute	The minutes were approved with a minor change from Pamela.
II. Constituent Reports	All	5 minutes	There were no reports from the Constituent Groups.
<b>DISCUSSION/ACTION ITEMS:</b>			
I. Committee Membership/Status - Matriculation, Student Learning Outcomes, Student Success, & Legislative	All	15 minutes	There was discussion around CCC's role in dissolving committees or forming them. The committee was in agreeance that CCC's role should not be the decision-maker for dissolving or forming committees. This item will be tabled until the AP 2510 workgroup is complete with the revisions on this procedure. No further discussion is needed at this time.
II. BP/AP 3720 Computer Network	Shami	5 minutes	<b>Van</b> stated some concerns regarding the Personal Use clause on the BP and how this language is intended to

			<p>be used in terms of District– provided equipment and personal equipment differentiation.</p> <p><b>Jason</b> stated data on school or public servers is discoverable. Data wouldn't belong to me because I am using a public institution's network.</p> <p><b>Harmony</b> stated information/data on your own personal devices would have to be subpoenaed if there was an investigation.</p> <p><b>Shami</b> stated there is a liability issue with employees &amp; students retaining their email accounts after they no longer attend school here or work at the college.</p> <p><b>Pamela</b> mentioned the language stated in the Personal Use clause contradicts their employment contracts which allows for use of equipment during non-work time.</p> <p><b>Jose</b> stated college email usage should be utilized for college business.</p> <p><b>Pamela</b> had a question in regards to the Political Use clause and wanted clarification about partisan political activities.</p> <p><b>Shami</b> stated that we should allow Legal Counsel to explain this when they are here. Also, he will take BP/AP 3720 back to IT Committee and bring it back to CCC at another time.</p>
III. BP/AP 4100 Graduation Requirements & Degrees & Certificates	Howard	5 minutes	<p><b>Jose</b> stated the major changes made were to rely on the College Catalog which is updated annually and is the contractual agreement between the College and the student. A stipulation was added in the AP to capture this bridge to the College Catalog.</p> <p>It was agreed to go out for constituent review for 30 days.</p>
IV. BP/AP 5305 Withholding of Student Records	Jose	5 minutes	<p>It was agreed to send to the October 10<sup>th</sup> Board Meeting.</p>
V. BP/AP Flowchart	Shami	5 minutes	<p>Ran out of time. Will be continued at the next meeting.</p>
<b>FUTURE AGENDA ITEMS:</b>			
<b>NEXT MEETING DATE: October 10, 2022</b>			



## **BP 2110 Vacancies on the Board**

### **References:**

Education Code Sections 5090 et seq.;  
Government Code 1770

Vacancies on the Board of Trustees may be caused by any of the events specified in Government Code Section 1770 or any applicable provision in the Elections Code, or by a failure to elect. Resignations from the Board of Trustees shall be governed by Education Code Section 5090.

Within sixty (60) days of the vacancy or filing of a deferred resignation, the Board of Trustees shall either order an election or make a provisional appointment to fill the vacancy.

If an election is ordered, it shall be held on the next regular election date not less than one hundred thirty (130) days after the occurrence of the vacancy.

If a provisional appointment is made, it shall be subject to the conditions in Education Code Section 5091. The person appointed to the position shall hold office only until the next regularly scheduled election for district governing board members, when the election shall be held to fill the vacancy for the remainder of the unexpired term.

The provisional appointment will be made by a majority public vote of the board members at a public meeting.

The Superintendent/President shall establish administrative procedures to solicit applications that assure ample publicity to and information for prospective candidates. The Board of Trustees will determine the schedule and appointment process, which may include interviews at a public meeting.

Also see BP 2010 Board Membership, AP 2110 Vacancies on the Board, and BP 2750 Board Member Absence from the State.

Adopted: 7/5/05  
Reviewed: 8/8/16  
Revised: 9/9/19  
[Reviewed: 11/14/22](#)

\*CCLC Recommended Language

\*\*AVC Recommended Language



## AP 2110 Vacancies on the Board

### References:

Education Code Sections 5090 et seq.;  
Government Code Sections 1770 and 6061

When the Board of Trustees determines to fill the vacancy by appointment, the Superintendent/President shall assure that there is ample publicity to and information for prospective candidates. Publicity shall include posting in three (3) public places in the District and publication in a newspaper of general circulation.

*(Note: This publication, which is required by Government Code Section 6061, is only required to be published once. If there is no newspaper of general circulation published in the District, notice need not be published.)*

The posted notice of vacancy shall include directions regarding applications or nominations of legally qualified candidates. Persons applying or nominated must meet the qualifications required by law for members of the Board of Trustees.

Persons applying for appointment to the Board of Trustees shall receive a letter from the Superintendent/President containing information about the District and the Board of Trustees and including a candidate application to be completed and returned by a specific date.

The Board of Trustees may request personal interviews with candidates. Interviews will be conducted in a public hearing scheduled for that purpose.

Each Board member will review all candidate applications with final selection made by a majority vote of the Board members at a public meeting called for that purpose.

Whenever a provisional appointment is made, the Board of Trustees shall, within ten (10) days of the provisional appointment, post notices of both the actual vacancy or the filing of a deferred resignation and the provisional appointment in three (3) public places in the District. It shall also publish a notice in a newspaper of general circulation.

*(Note: This publication, which is required by Government Code Section 6061, is only required to be published once. If there is no newspaper of general circulation published in the District, notice need not be published.)*

The notice shall state the fact of the vacancy or resignation and the date of the occurrence of the vacancy or the date of the filing of, and the effective date of, the resignation. It shall also contain the full name of the provisional appointee to the



board, the date of appointment, and a statement that unless a petition calling for a

special election, containing a sufficient number of signatures, is filed in the office of county superintendent of schools within thirty (30) days of the date of the provisional appointment, it shall become an effective appointment.

A provisional appointment confers all powers and duties of a governing board member upon the appointee immediately following his/ ~~or~~ her/~~their~~ appointment.

A person appointed to fill a vacancy shall hold office only until the next regularly scheduled election for governing board members. An election shall be held to fill the vacancy for the remainder of the unexpired term. A person elected at an election to fill the vacancy shall hold office for the remainder of the term in which the vacancy occurs or will occur.

Approved: 7/5/05

Reviewed: 8/8/16

Revised: 9/9/19

Reviewed: 11/14/22

\*CCLC Recommended Language

\*\*AVC Recommended Language



## **BP 2310 Regular Meetings of the Board**

### **References:**

Education Code Section 5017, 35143, 72000(d);  
Government Code Sections 54952.2, 54953 et seq. and 54961

Regular meetings of the Board of Trustees shall be held monthly, on the second Monday of each month, except for year-end organizing meeting, which is held on the second Friday of December. Exceptions will be determined by the Board of Trustees as needed. Regular meetings of the Board of Trustees shall normally be held at Antelope Valley College, 3041 W. Avenue K, Lancaster, CA 93536.

A notice identifying the location, date, and time of each regular meeting of the Board of Trustees shall be posted at least ten (10) days prior to the meeting and shall remain posted until the day and time of the meeting. All regular meetings of the Board of Trustees shall be held within the boundaries of the District except in cases where the Board of Trustees is meeting with another local agency or is meeting with its attorney to discuss pending litigation if the attorney's office is outside the District.

All regular and special meetings of the Board of Trustees shall be open to the public, be accessible to persons with disabilities, and otherwise comply with Brown Act provisions, except as required or permitted by law.

The Board of Trustees may, by a majority vote, adjourn any meeting at any stage in the agenda, providing arrangements are made to complete the items of business on the agenda at a future meeting.

Pursuant to Government Code Section 54955, the Board of Trustees may order a meeting adjourned, providing that notice of adjournment, contained in Board minutes, is posted within 24 hours after the close of the regular meeting. Such a notice shall be posted on or near the door of the room where the regular meeting was held.

### **Meetings During Proclaimed States of Emergency**

1. Prior to January 1, 2024, the Board may hold a regular meeting, or special or emergency meetings as defined in BP 2320 Special and Emergency Meetings, virtually through voice or video teleconferencing services during a proclaimed state of emergency under the provisions of the Brown Act.

In order for the Board to meet virtually during a proclaimed state of emergency under the relaxed teleconference rules in the Brown Act, the Board will make findings by majority vote, as required by the Brown Act by way of a Board resolution.

If the Board elects to meet virtually during a proclaimed state of emergency, the District will comply with relevant provisions of the Brown Act regarding the posting of agendas, public access to meetings through call-in or internet-based service options, public participation,



and limits on Board action in the event of a meeting disruption due to interruption of teleconferencing services.

During proclaimed states of emergency, the Board is not required to provide a physical location from which members of the public may attend or provide public comment.

Also see BP 2315 Closed Sessions, BP/AP 2320 Special and Emergency Meetings, BP 2330 Quorum and Voting, BP/AP 2340 Agendas, and BP/AP 2360 Minutes.

Adopted: 7/5/05

Revised: 2/6/06

Reviewed: 8/8/16

Revised: 9/9/19

Revised: 3/14/22

Revised: 11/14/22

\*CCLC Recommended Language

\*\*AVC Recommended Language



## BP 2710 Conflict of Interest

### References:

Government Code Sections 1090 et seq., 1126 and 87200 et seq.;  
Title 2 Sections 18730 et seq.

Board members and employees shall not be financially interested in any contract made by them in their official capacity or in any body or board of which they are members.

A board member shall not be considered to be financially interested in a contract if his/her/**their** interest is limited to those interests defined as remote under Government Code Section 1091 or is limited to interests defined by Government Code Section 1091.5.

A board member who has a remote interest in any contract considered by the Board of Trustees shall disclose his/her/**their** interest during a board meeting and have the disclosure noted in the official board minutes. The board member shall not vote or debate on the matter or attempt to influence any other board member to enter into the contract.

A board member shall not engage in any employment or activity that is inconsistent with, incompatible with, in conflict with or inimical to his/her/**their** duties as an officer of the District. Pursuant to Government Code Section 1099, a board member shall not simultaneously hold two public offices that are incompatible.

Pursuant to Government Code Section 87406.3, upon leaving the Board of Trustees, former members shall not, for a period of one year, act as an attorney, agent, or otherwise represent for compensation others appearing before the Board of Trustees. In compliance with law and regulation, the Superintendent/President shall establish Administrative Procedures to provide for disclosure of assets of income of board members who may be affected by their official actions and prevent members from making or participating in the making of board decisions which may foreseeably have a material effect on their financial interest.

Board members shall file statements of economic interest with the filing officer identified by the Administrative Procedures.

Board members are encouraged to seek counsel from the District's legal advisor in every case where any question arises.

Also see BP 2200 Board Duties and Responsibilities, AP 2710 Conflict of Interest, AP 2712 Conflict of Interest Code, BP 2715 Code of Ethics/Standards of Practice, BP 2716 Board Political Activity, and BP 2717 Personal Use of Public Resources – Board, and AP 3050 Institutional Code of Ethics.



Adopted: 7/5/05  
Revised: 5/8/06  
Revised: 9/9/19  
Revised: 11/14/22

\*CCLC Recommended Language

\*\*AVC Recommended Language



## AP 2710 Conflict of Interest

### References:

Government Code Sections 87105 and 87200-87210;  
Title 2 Sections 18700 et seq.  
2 Code of Federal Regulations Part 200.318(c) (1); and  
other citations as listed below.

### **Incompatible Activities** (Government Code Sections 1126 and 1099)

Board members and employees shall not engage in any employment or activity that is inconsistent with, incompatible with, in conflict with or inimical to the Board member's duties as an officer of the District. A board member shall not simultaneously hold two public offices that are incompatible. When two offices are incompatible, a board member shall be deemed to have forfeited the first office upon acceding to the second.

### **Financial Interest** (Government Code Sections 1090 et seq.)

Board members and employees shall not be financially interested in any contract made by the Board of Trustees or in any contract they make in their capacity as members of the Board of Trustees or as employees.

A board member shall not be considered to be financially interested in a contract if his/her/[their](#) interest meets the definitions contained in applicable law (Government Code Section 1091.5).

A board member shall not be deemed to be financially interested in a contract if he/~~er~~-she/[they](#) has only a remote interest in the contract and if the remote interest is disclosed during a board meeting and noted in the official board minutes. The affected board member shall not vote or debate on the matter or attempt to influence any other member of the Board of Trustees to enter into the contract. Remote interests are specified in Government Code Section 1091 subdivision (b); they include, but are not limited to, the interest of a parent in the earnings of his/ ~~er~~ her minor child.

### **No Employment Allowed** (Education Code Section 72103 subdivision (b))

An employee of the District may not be sworn in as an elected or appointed member of the governing board unless and until he/~~er~~ she/[they](#) resigns as an employee. If the employee does not resign, the employment will automatically terminate upon being sworn into office. This provision does not apply to an individual who is usually employed in an occupation other than teaching and who also is, at the time of election to the Board of Trustees, employed part time by the District to teach no more than one course per semester or quarter in the subject matter of that individual's occupation (Education Code Section 72103 subdivision (b)).



**Financial Interest in a Decision** (Government Code Sections 87100 et seq.)

If a board member or employee determines that he/ or she has a financial interest in a decision, as described in Government Code Section 87103, this determination shall be disclosed and made part of the Board’s official minutes. In the case of an employee, this announcement shall be made in writing and submitted to the Board of Trustees. A board member, upon identifying a conflict of interest, or a potential conflict of interest, shall do all of the following prior to consideration of the matter.

- Publicly identify the financial interest in detail sufficient to be understood by the public;
- Recuse himself/herself/**oneself** from discussing and voting on the matter;
- Leave the room until after the discussion, vote, and any other disposition of the matter is concluded unless the matter is placed on the agenda reserved for uncontested matters. A board member may, however, discuss the issue during the time the **general** public speaks on the issue.

**Gifts** (Government Code Section 89503)

Board members and any employees who manage public investments shall not accept from any single source in any calendar year any gifts **in excess of more than** the prevailing gift limitation specified in law.

Designated employees shall not accept from any single source in any calendar year any gifts **in excess of more than** the prevailing gift limitation specified in law if the employee would be required to report the receipt of income or gifts from that source on his/her statement of economic interests.

The above limitations on gifts do not apply to wedding gifts and gifts exchanged between individuals on birthdays, holidays, and other similar occasions, provided that the gifts exchanged are not substantially disproportionate in value.

Gifts of travel and related lodging and subsistence shall be subject to the above limitations except as described in Government Code Section 89506.

A gift of travel does not include travel provided by the District for board members and designated employees.

Board members and any employees who manage public investments shall not accept any honorarium, which is defined as any payment made in consideration for any speech given, article published, or attendance at any public or private gathering (Government Code Sections 89501 and 89502).

Designated employees shall not accept any honorarium that is defined as any payment made in consideration for any speech given, article published, or attendance at any public or private gathering, if the employee would be required to report the receipt of income or



gifts from that source on his/ or her statement of economic interests. The term “honorarium” does not include:

- Earned income for personal services customarily provided in connection with a bona fide business, trade, or profession unless the sole or predominant activity of the business, trade or profession is making speeches.
- Any honorarium that is not used and, within thirty (30) days after receipt, is either returned to the donor or delivered to the District for donation into the general fund without being claimed as a deduction from income tax purposes.

**Representation (Government Code 87406.3)**

Elected officials and the Superintendent/President shall not, for a period of one year after leaving their position, act as an agent or attorney for, or otherwise represent for compensation, any person appearing before that local government agency.

**Contracts Supported by Federal Funds (2 Code of Federal regulations Part 200.318 subdivision (c) (1))**

No employee, board member, or agent of the District may participate in the selection, award, or administration of a contract supported by a federal award if he/she has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, board member, or agent, any member of his/her immediate family, his/her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract. The board members, employees, and agents of the District may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts. Disciplinary action will be taken for violations of such standards by board members, employees, or agents of the District.

**Review of Conflict of Interest Policy**

During the beginning of each fiscal year, there will be an annual electronic distribution of the Conflict of Interest Policy, to each employee identified in AP 2712.

Also see BP 2200 Board Duties and Responsibilities, AP 2710 Conflict of Interest, BP 2712 Conflict of Interest Code, BP 2715 Code of Ethics/Standards of Practice, BP 2716 Board Political Activity, and BP 2717 Personal Use of Public Resources – Board, and AP 3050 Institutional Code of Ethics.

Approved: 7/5/05  
Revised: 5/8/06  
Revised: 6/13/11  
Revised: 4/11/16  
Revised: 12/12/16  
Revised: 9/9/19  
Revised: 11/14/22



\*CCLC Recommended Language  
\*\*AVC Recommended Language



## **AP 2712 Conflict of Interest Code**

### **References:**

Government Code Sections 87103 subdivision (e), 87300-87302, 89501, 89502 and 89503 Title 2 Section 18730

Pursuant to Section 18730 of Title 2 of the California Code of Regulations, incorporation by reference of the terms of this regulation along with the designation of employees and the formulation of disclosure categories in Section 13 below constitute the adoption and promulgation of a conflict of interest code within the meaning of Government Code Section 87300 or the amendment of a conflict of interest code within the meaning of Government Code Section 87306 if the terms of this regulation are substituted for terms of a conflict of interest code already in effect. A code so amended or adopted and promulgated requires the reporting of reportable items in a manner substantially equivalent to the requirements of article 2 of chapter 7 of the Political Reform Act, Government Code Sections 81000 et seq. The requirements of a conflict of interest code are in addition to other requirements of the Political Reform Act, such as the general prohibition against conflicts of interest contained in Government Code Section 87100, and to other state or local laws pertaining to conflicts of interest.

### **Section 1. Definitions**

The definitions contained in the Political Reform Act of 1974, regulations of the Fair Political Practices Commission (2 Cal. Code of Regs. sections 18100, et seq.), and any amendments to the Act or regulations, are incorporated by reference into this conflict of interest code.

### **Section 2. Designated Employees**

The persons holding positions listed in Section 13 are designated employees. It has been determined that these persons make or participate in the making of decisions which may foreseeably have a material effect on economic interests.

### **Section 3. Disclosure Categories**

This code does not establish any disclosure obligation for those designated employees who are also specified in Government Code Section 87200 if they are designated in this code in that same capacity or if the geographical jurisdiction of this agency is the same as or is wholly included within the jurisdiction in which those persons must report their economic interests pursuant to article 2 of chapter 7 of the Political Reform Act, Government Code Sections 87200 et seq. In addition, this code does not establish any disclosure obligation for any designated employees who are designated in a conflict of interest code for another agency, if all of the following apply:





- (A) The geographical jurisdiction of this agency is the same as or is wholly included within the jurisdiction of the other agency;
- (B) The disclosure assigned in the code of the other agency is the same as that required under article 2 of chapter 7 of the Political Reform Act, Government Code Section 87200; and
- (C) The filing officer is the same for both agencies.<sup>1</sup> Such persons are covered by this code for disqualification purposes only. With respect to all other designated employees, the disclosure categories set forth in Section 13 specify which kinds of economic interests are reportable. Such a designated employee shall disclose in his/ ~~er~~ her/they statement of economic interests those economic interests he/she/they has which are of the kind described in the disclosure categories to which he/she/they is assigned in Section 13. It has been determined that the economic interests set forth in a designated employee's disclosure categories are the kinds of economic interests which he/she/they foreseeably can affect materially through the conduct of his/ her office.

#### **Section 4. Statements of Economic Interests**

Place of Filing. The code reviewing body shall instruct all designated employees within its code to file statements of economic interests with the agency or with the code reviewing body, as provided by the code reviewing body in the agency's conflict of interest code.<sup>2</sup>

#### **Section 5. Statements of Economic**

Interests Time of Filing.

- (A) Initial Statements. All designated employees employed by the agency on the effective date of this code, as originally adopted, promulgated, and approved by the code reviewing body, shall file statements within 30 days after the effective date of this code. Thereafter, each person already in a position when it is designated by an amendment to this code shall file an initial statement within 30 days after the effective date of the amendment.
- (B) Assuming Office Statements. All persons assuming designated positions after the effective date of this code shall file statements within 30 days after assuming the designated positions, or if subject to State Senate confirmation, 30 days after being nominated or appointed.
- (C) Annual Statements. All designated employees shall file statements no later than April

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<sup>1</sup> Designated employees who are required to file statements of economic interests under any other agency's conflict of interest code, or under article 2 for a different jurisdiction, may expand their statement of economic interests to cover reportable interests in both jurisdictions, and file copies of this expanded statement with both entities in lieu of filing separate and distinct statements, provided that each copy of such expanded statement filed in place of an original is signed and verified by the designated employee as if it were an original. See Government Code Section 81004.

<sup>2</sup> See Government Code Section 81010 and Title 2 Section 18115 for the duties of filing officers and persons



in agencies who make and retain copies of statements and forward the originals to the filing officer.

1.

(D) Leaving Office Statements. All persons who leave designated positions shall file statements within 30 days after leaving office.

### **Section 5.5. Statements for Persons Who Resign Prior to Assuming Office**

Any person who resigns within 12 months of initial appointment, or within 30 days of the date of notice provided by the filing officer to file an assuming office statement, is not deemed to have assumed office or left office, provided he/ ~~or~~ she/they did not make or participate in the making of, or use his/ ~~or~~ her/their position to influence any decision and did not receive or become entitled to receive any form of payment as a result of his/ ~~or~~ her appointment. Such persons shall not file either an assuming or leaving office statement.

(A) Any person who resigns a position within 30 days of the date of a notice from the filing officer shall do both of the following:

- (1) File a written resignation with the appointing power; and
- (2) File a written statement with the filing officer declaring under penalty of perjury that during the period between appointment and resignation he/ ~~or~~ she/they did not make, participate in the making, or use the position to influence any decision of the agency or receive, or become entitled to receive, any form of payment by virtue of being appointed to the position.

### **Section 6. Contents of and Period Covered by Statements of Economic Interests:**

(A) **Contents of Initial Statements.** Initial statements shall disclose any reportable investments, interests in real property and business positions held on the effective date of the code and income received during the 12 months prior to the effective date of the code.

(B) **Contents of Assuming Office Statements.** Assuming office statements shall disclose any reportable investments, interests in real property and business positions held on the date of assuming office or, if subject to State Senate confirmation or appointment, on the date of nomination, and income received during the 12 months prior to the date of assuming office or the date of being appointed or nominated, respectively.

(C) **Contents of Annual Statements.** Annual statements shall disclose any reportable investments, interests in real property, income and business positions held or received during the previous calendar year provided, however, that the period covered by an employee's first annual statement shall begin on the effective date of the code or the date of assuming office whichever is later.

(D) **Contents of Leaving Office Statements.** Leaving office statements shall disclose reportable investments, interests in real property, income and business positions held or received during the period between the closing date of the last statement filed and the date of leaving office.



## Section 7. Manner of Reporting

Statements of economic interests shall be made on forms prescribed by the Fair Political Practices Commission and supplied by the agency, and shall contain the following information:

(A) **Investments and Real Property Disclosure.** When an investment or an interest in real property<sup>3</sup> is required to be reported,<sup>4</sup> the statement shall contain the following:

1. A statement of the nature of the investment or interest;
2. The name of the business entity in which each investment is held, and a general description of the business activity in which the business entity is engaged;
3. The address or other precise location of the real property;
4. A statement whether the fair market value of the investment or interest in real property exceeds two thousand dollars (\$2,000), exceeds ten thousand dollars (\$10,000), exceeds one hundred thousand dollars (\$100,000), or exceeds one million dollars (\$1,000,000).

(B) **Personal Income Disclosure.** When personal income is required to be reported,<sup>5</sup> the statement shall contain:

1. The name and address of each source of income aggregating five hundred dollars (\$500) or more in value, or fifty dollars (\$50) or more in value if the income was a gift, and a general description of the business activity, if any, of each source;
2. A statement whether the aggregate value of income from each source, or in the case of a loan, the highest amount owed to each source, was one thousand dollars (\$1,000) or less, greater than one thousand dollars (\$1,000), greater than ten thousand dollars (\$10,000), or greater than one hundred thousand dollars (\$100,000);
3. A description of the consideration, if any, for which the income was received;
4. In the case of a gift, the name, address and business activity of the donor and any intermediary through which the gift was made; a description of the gift; the amount or value of the gift; and the date on which the gift was received;
5. In the case of a loan, the annual interest rate, and the security, if any, given for the

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<sup>3</sup> For the purpose of disclosure only (not disqualification), an interest in real property does not include the principal residence of the filer.

<sup>4</sup> Investments and interests in real property which have a fair market value of less than \$2,000 are not investments and interests in real property within the meaning of the Political Reform Act. However, investments or interests in real property of an individual include those held by the individual's spouse and dependent children as well as a pro rata share of any investment or interest in real property of any business entity or trust in which the individual, spouse and dependent children own, in the aggregate, a direct, indirect or beneficial interest of 10 percent or greater.

<sup>5</sup> A designated employee's income includes his/ or her community property interest in the income of his/ or her spouse but does not include salary or reimbursement for expenses received from a state, local or federal government agency.



loan and the term of the loan.

(C) **Business Entity Income Disclosure.** When income of a business entity, including income of a sole proprietorship, is required to be reported,<sup>6</sup> the statement shall contain:

1. The name, address, and a general description of the business activity of the business entity;
2. The name of every person from whom the business entity received payments if the filer's pro rata share of gross receipts from such person was equal to or greater than ten thousand dollars (\$10,000).

(D) **Business Position Disclosure.** When business positions are required to be reported, a designated employee shall list the name and address of each business entity in which he/ or she is a director, officer, partner, trustee, employee, or in which he/ or she holds any position of management, a description of the business activity in which the business entity is engaged, and the designated employee's position with the business entity.

(E) **Acquisition or Disposal During Reporting Period.** In the case of an annual or leaving office statement, if an investment or an interest in real property was partially or wholly acquired or disposed of during the period covered by the statement, the statement shall contain the date of acquisition or disposal.

## **Section 8. Prohibition on Receipt of Honoraria**

(A) No member of a state board or commission, and no designated employee of a state or local government agency, shall accept any honorarium from any source, if the member or employee would be required to report the receipt of income or gifts from that source on his/ or her statement of economic interests. This section shall not apply to any part-time member of the governing board of any public institution of higher education, unless the member is also an elected official. Subdivisions (a), (b), and (c) of Government Code Section 89501 shall apply to the prohibitions in this section.

This section shall not limit or prohibit payments, advances, or reimbursements for travel and related lodging and subsistence authorized by Government Code Section 89506.

### **Section 8.1 Prohibition on Receipt of Gifts in Excess of \$470**

(A) No member of a state board or commission, and no designated employee of a state

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<sup>6</sup> Income of a business entity is reportable if the direct, indirect or beneficial interest of the filer and the filer's spouse in the business entity aggregates a 10 percent or greater interest. In addition, the disclosure of persons who are clients or customers of a business entity is required only if the clients or customers are within one of the disclosure categories of the filer.



or local government agency, shall accept gifts with a total value of more than \$470 in a calendar year from any single source, if the member or employee would be required to report the receipt of income or gifts from that source on his/her statement of economic interests. This section shall not apply to any part-time member of the governing board of any public institution of higher education, unless the member is also an elected official.

Subdivisions (e), (f), and (g) of Government Code Section 89503 shall apply to the prohibitions in this section.

## **Section 8.2. Loans to Public Officials**

- (A) No elected officer of a state or local government agency shall, from the date of his/ or her election to office through the date that he/ or she vacates office, receive a personal loan from any officer, employee, member, or consultant of the state or local government agency in which the elected officer holds office or over which the elected officer's agency has direction and control.
- (B) No public official who is exempt from the state civil service system pursuant to subdivisions (c), (d), (e), (f), and (g) of Section 4 of Article VII of the Constitution shall, while he/ or she holds office, receive a personal loan from any officer, employee, member, or consultant of the state or local government agency in which the public official holds office or over which the public official's agency has direction and control. This subdivision shall not apply to loans made to a public official whose duties are solely secretarial, clerical, or manual.
- (C) No elected officer of a state or local government agency shall, from the date of his/ or election to office through the date that he/ or she vacates office, receive a personal loan from any person who has a contract with the state or local government agency to which that elected officer has been elected or over which that elected officer's agency has direction and control. This subdivision shall not apply to loans made by banks or other financial institutions or to any indebtedness created as part of a retail installment or credit card transaction, if the loan is made or the indebtedness created in the lender's regular course of business on terms available to members of the public without regard to the elected officer's official status.
- (D) No public official who is exempt from the state civil service system pursuant to subdivisions (c), (d), (e), (f), and (g) of Section 4 of Article VII of the Constitution shall, while he/ or she holds office, receive a personal loan from any person who has a contract with the state or local government agency to which that elected officer has been elected or over which that elected officer's agency has direction and control. This subdivision shall not apply to loans made by banks or other financial institutions or to any indebtedness created as part of a retail installment or credit card transaction, if the loan is made or the indebtedness created in the lender's regular course of business on terms available to members of the public without regard to the elected officer's official



status. This subdivision shall not apply to loans made to a public official whose duties are solely secretarial, clerical, or manual.

(E) This section shall not apply to the following:

1. Loans made to the campaign committee of an elected officer or candidate for elective office.
2. Loans made by a public official's spouse, child, parent, grandparent, grandchild, brother, sister, parent-in-law, brother-in-law, sister-in-law, nephew, niece, aunt, uncle, or first cousin, or the spouse of any such persons, provided that the person making the loan is not acting as an agent or intermediary for any person not otherwise exempted under this section.
3. Loans from a person which, in the aggregate, do not exceed five hundred dollars (\$500) at any given time.
4. Loans made, or offered in writing, before January 1, 1998.

### **Section 8.3. Loan Terms**

(A) Except as set forth in subdivision (B), no elected officer of a state or local government agency shall, from the date of his/her election to office through the date he/ or she vacates office, receive a

personal loan of five hundred dollars (\$500) or more, except when the loan is in writing and clearly states the terms of the loan, including the parties to the loan agreement, date of the loan, amount of the loan, term of the loan, date or dates when payments shall be due on the loan and the amount of the payments, and the rate of interest paid on the loan.

(B) This section shall not apply to the following types of loans:

1. Loans made to the campaign committee of the elected officer.
2. Loans made to the elected officer by his/ or her spouse, child, parent, grandparent, grandchild, brother, sister, parent-in-law, brother-in-law, sister-in-law, nephew, niece, aunt, uncle, or first cousin, or the spouse of any such person, provided that the person making the loan is not acting as an agent or intermediary for any person not otherwise exempted under this section.
3. Loans made, or offered in writing, before January 1, 1998.

(C) Nothing in this section shall exempt any person from any other provision of Title 9 of the Government Code.

### **Section 8.4. Personal Loans**

(A) Except as set forth in subdivision (B), a personal loan received by any designated



employee shall become a gift to the designated employee for the purposes of this section in the following circumstances:

1. If the loan has a defined date or dates for repayment, when the statute of limitations for filing an action for default has expired.
2. If the loan has no defined date or dates for repayment, when one year has elapsed from the later of the following:
  - a. The date the loan was made.
  - b. The date the last payment of one hundred dollars (\$100) or more was made on the loan.
  - c. The date upon which the debtor has made payments on the loan aggregating to less than two hundred fifty dollars (\$250) during the previous 12 months.

(B) This section shall not apply to the following types of loans:

1. A loan made to the campaign committee of an elected officer or a candidate for elective office.
2. A loan that would otherwise not be a gift as defined in this title.
3. A loan that would otherwise be a gift as set forth under subdivision (A), but on which the creditor has taken reasonable action to collect the balance due.
4. A loan that would otherwise be a gift as set forth under subdivision (A), but on which the creditor, based on reasonable business considerations, has not undertaken collection action. Except in a criminal action, a creditor who claims that a loan is not a gift on the basis of this paragraph has the burden of proving that the decision for not taking collection action was based on reasonable business considerations.
5. A loan made to a debtor who has filed for bankruptcy and the loan is ultimately discharged in bankruptcy.

(C) Nothing in this section shall exempt any person from any other provisions of Title 9 of the Government Code.

### **Section 9. Disqualification**

No designated employee shall make, participate in making, or in any way attempt to use his/her official position to influence the making of any governmental decision which he/ she knows or has reason to know will have a reasonably foreseeable material financial effect, distinguishable from its effect on the public generally, on the official or a member of his/ or her immediate family or on:

(A) Any business entity in which the designated employee has a direct or indirect investment worth two thousand dollars (\$2,000) or more;

(B) Any real property in which the designated employee has a direct or indirect interest



worth two thousand dollars (\$2,000) or more;

- (C) Any source of income, other than gifts and other than loans by a commercial lending institution in the regular course of business on terms available to the public without regard to official status, aggregating five hundred dollars (\$500) or more in value provided to, received by or promised to the designated employee within 12 months prior to the time when the decision is made;
- (D) Any business entity in which the designated employee is a director, officer, partner, trustee, employee, or holds any position of management; or
- (E) Any donor of, or any intermediary or agent for a donor of, a gift or gifts aggregating \$470 or more provided to; received by or promised to the designated employee within twelve (12) months prior to the time when the decision is made.

### **Section 9.3. Legally Required Participation**

No designated employee shall be prevented from making or participating in the making of any decision to the extent his/ ~~or~~ her/~~their~~ participation is legally required for the decision to be made. The fact that the vote of a designated employee who is on a voting body is needed to break a tie does not make his/ ~~or~~ her participation legally required for purposes of this section.

### **Section 9.5. Disqualification of State Officers and Employees**

In addition to the general disqualification provisions of section 9, no state administrative official shall make, participate in making, or use his/ ~~or~~ her/~~their~~ official position to influence any governmental decision directly relating to any contract where the state administrative official knows or has reason to know that any party to the contract is a person with whom the state administrative official, or any member of his/ ~~or~~ her immediate family has, within 12 months prior to the time when the official action is to be taken:

- (A) Engaged in a business transaction or transactions on terms not available to members of the public, regarding any investment or interest in real property; or
- (B) Engaged in a business transaction or transactions on terms not available to members of the public regarding the rendering of goods or services totaling in value one thousand dollars (\$1,000) or more.

### **Section 10. Disclosure of Disqualifying Interest**

When a designated employee determines that he/ ~~or~~ she should not make a governmental decision because he/ ~~or~~ she has a disqualifying interest in it, the determination not to act may be accompanied by disclosure of the disqualifying interest.





## **Section 11. Assistance of the Commission and Counsel**

Any designated employee who is unsure of his/ or her duties under this code may request assistance from the Fair Political Practices Commission pursuant to Government Code Section 83114 or from the attorney for his/ or her agency, provided that nothing in this section requires the attorney for the agency to issue any formal or informal opinion.

## **Section 12. Violations**

This code has the force and effect of law. Designated employees violating any provision of this code are subject to the administrative, criminal and civil sanctions provided in the Political Reform Act, Government Code Sections 81000 - 91015. In addition, a decision in relation to which a violation of the disqualification provisions of this code or of Government Code Section 87100 or 87450 has occurred may be set aside as void pursuant to Government Code Section 91003.

## **Section 13. Designated Positions and Disclosure Requirements**

### **Disclosure Categories**

#### **Category 1**

A designated employee assigned to this category shall disclose:

- a. Interests in real property within the boundaries of the District as well as real property within two miles of the property used or the potential site.
- b. Investments and business positions in business entities and income (including receipt of gifts, loans, and travel payments) from sources of the type that engage in the acquisition or disposal of real property or are engaged in building construction or design for school districts.

#### **Category 2**

A designated employee assigned to this category shall disclose investments and business positions in business entities and income from sources which manufacture or sell food items, supplies, books, machinery or equipment of the type utilized by the administrative unit for which the designated employee is Manager, Director, Supervisor, or responsible.

#### **Category 3**

A designated employee assigned to this category shall disclose investments and business positions in business entities and income from sources which are contractors or subcontractors engaged in the performance of work or services of the type utilized by the administrative unit for which the designated employee is Manager, Director, Supervisor, or responsible.



**Designated Employees**

**Disclosure Categories**

Vice President Academic Affairs	All
Vice President Student Services	All
Vice President Human Resources and Employee Relations	All
<del>Executive Director of Business Services</del>	All
Vice President of Administrative Services	All
General Counsel	All
Executive Director of Facilities	All
Executive Director of the Foundation	All
Executive Director of Information Technology Services	2, 3 All
Executive Director of Marketing & Public Information	2 All
Deans	2, 3
Associate Dean	2, 3
Consultants/New Positions	*

\*Consultants/new positions are included in the list of designated positions and shall disclose pursuant to the broadest disclosure requirements in this conflict of interest code subject to the following limitation:

The Superintendent/President may determine in writing that a particular consultant/new position, although a “designated position,” is hired to perform a range of duties that are limited in scope and thus not required to fully comply with the disclosure requirements in this section. Such written determination shall include a description of the consultant’s or new position’s duties and, based upon that description, a statement of the extent of disclosure requirements. The Superintendent/President’s determination is a public record and shall be retained for public inspection in the same manner and location as this conflict of interest code.

**Officials Who Manage Public Investments**

It has been determined that the positions listed below manage public investments and will file a statement of economic interests pursuant to Government Code Section 87200.

- Board of Trustees
- ~~Executive Director of Business Services~~
- Vice President of Administrative Services
- Superintendent/President

An individual holding one of the above listed positions may contact the Fair Political Practices Commission for assistance or written advice regarding their filing obligations if they believe that their position has been incorrectly categorized. The Fair Political Practices Commission makes the final determination whether a position is covered by Government Code Section 87200.

Also see BP 2200 Board Duties and Responsibilities, BP/AP 2710 Conflict of Interest, BP



2715 Code of Ethics/Standards of Practice, BP 2716 Board Political Activity, and BP 2717 Personal Use of Public Resources – Board.

Approved: 7/5/05  
Revised: 5/8/06  
Revised: 9/10/07  
Revised: 6/13/11  
Revised: 3/10/14  
Revised: 9/12/16  
Revised: 2/12/18  
Revised: 11/12/19  
Revised: 11/14/22

\*CCLC Recommended Language  
\*\*AVC Recommended Language



## **BP 4010 Academic Calendar**

### **References:**

Education Code Section 70902 subdivision (b)(12)

Before presentation to the Board of Trustees for approval, any major calendar changes that may have financial impact to the District or may affect student access and/or student learning must be fully explored, discussed campus wide, and presented in writing to the Superintendent/President. See BP & AP 2510 Participation in Local Decision Making.

After said presentation to the Superintendent/President and after reaching agreement with the Antelope Valley College Federation of Teachers (AVCFT) and Antelope Valley College Federation of Classified Employees (AVCFCE) and after consulting with other appropriate groups, the Superintendent/President shall recommend a calendar to the Board of Trustees for its approval.

Also see AP 4010 Academic Calendar and AP 7342 Holidays.

Adopted: 6/11/07

Revised: 10/9/2017

Revised: 4/13/20

Reviewed: [8/8/22](#)



## AP 4010 Academic Calendar

### References:

Education Code Section 79020;  
Title 5 Sections 55700 et seq. and Section 58142

The Calendar Committee will have co-chairs consisting of the Vice President of Student Services and either the AVCFT or AVCFCE representative in alternate years. See BP & AP 2510 Participation in Local Decision Making. All issues related to the calendar, including but not limited to:

- Starting and ending dates of the semester;
- Summer session and Intersession;
- Starting and ending class dates;
- Holidays;
- Flex Days;
- Orientation;
- Parts of Term;
- Days counted as instructional days shall be referred to the Calendar Committee, a campus-wide standing committee. Information about major changes shall be widely disseminated to the entire campus before this will occur.

The number of days that define a calendar is 175 days of instruction, excluding the following holidays:

- New Year's Day (January 1)
- Dr. Martin Luther King, Jr. Day (Third Monday in January)
- Lincoln's Day (February 12 or see Note Below)
- Washington's Day (Third Monday in February)
- Memorial Day (Last Monday in May)
- **Juneteenth (June 19)**
- Independence Day (July 4)
- Labor Day (First Monday in September)
- Veteran's Day (November 11 or see Note below)
- Thanksgiving Day (Fourth Thursday in November)
- Christmas Day (December 25)



Cesar Chavez Day and Native American Day are local options if collectively bargained (Education Code Sections 79020 subdivision (k) and 79020 subdivision (l)).

The Board of Trustees may declare other days to be holidays and close the college and offices. These holidays have traditionally been New Year's Eve day, the day after Thanksgiving, and Christmas Eve day.

**NOTE:** *Refer to Education Code Section 79020 for language regulating the scheduling of Lincoln's Day, Veteran's Day, and holidays that fall on weekends.*

See BP 4010 Academic Calendar and AP 7342 Holidays.

Approved: 6/11/07

Reviewed: 10/9/17

Revised: 3/9/20

Revised: 8/8/22

\*CCLC Recommended Language

\*\*AVC Recommended Language



## **BP 4040 Library and Learning Support Services**

### **Reference:**

*Education Code Section 78100; Civil Code Section 1798.90; ACCJC Accreditation Standard II*

The District shall have library and learning support services that are an integral part of the institution's educational program and will comply with the requirements of the Reader Privacy Act.

Adopted: 2/6/06

Revised: 8/13/12

Revised: 4/13/15

Reviewed: 10/9/17

Reviewed: 11/14/22



## AP 4040 Library and Learning Support Services

### Reference:

Education Code Section 78100; Civil Code Section 1798.90; ACCJC Accreditation Standard II B

The college offers a range of instructional programs and services in support of its mission. Library and learning support services for students are integral to mission implementation. Library materials and electronic services and access are provided in support of the institution's instructional programs.

The Library provides library and learning support services to faculty, staff, students, and members of the community. ~~Library materials and electronic services and access are provided in support of the institution's instructional program.~~

The Learning Center provides instructional support services to enrolled students for academic and vocational courses as well as assistance in the development of basic skills in reading, writing, and math. Learning Center services areas include an Academic Skills Program,

The Instructional Media Center provides instructional support services to both faculty and students. Audio-visual materials and equipment services and access are provided as well as graphics support to faculty for instructional purposes.

The District ~~pays consideration to~~ supports the ~~following parameters~~ provision for implementation of Library and Learning Support Services:

### Services and Facilities

Services may include, but are not limited, to the following:

- Library services and collections
- Learning and Tutoring Centers
- Computer Laboratories
- Instructional Multimedia Center

### Personnel

- The College relies on appropriate expertise of faculty, including librarians, library staff, learning specialists, and other learning support service professionals, in the design and implementation of the teaching and learning process.
- The College complies with minimum qualifications as defined by state regulations for hiring of all faculty for the Library and Learning Centers.



## Curricular Services

Curricular programs may include, but are not limited to, the following:

- Independent or curriculum-specific library/learning center orientation sessions for students
- Information literacy instruction, workshops and 1:1 with library staff

## Assessment and Program Improvement

The College regularly evaluates library and other learning support services to assure their adequacy in meeting identified student needs. Evaluation results are then used for continuous program improvement.

The methods of assessment are developed in accordance with the program review process. Essential elements of the assessment include, but are not limited, to the following:

- Selection and maintenance of educational equipment and materials to support student learning
- Ongoing instruction to students in order to develop their information literacy skills
- Adequate access for students and instructors to the library and support services, regardless of their location and means of delivery
- The effective maintenance and security of the library and other learning support services
- The availability of adequate print and electronic information resources, coupled with access to interlibrary loan services

## ~~Continuous program review for library and learning resources~~

The Library provides library and learning support services to faculty, staff, students, and members of the community. Library materials and electronic services and access are provided in support of the institution's instructional program.

Adopted: 2/6/06

Revised: 3/9/2015

Revised: 10/9/2017

Revised: 11/14/22

\*CCLC Recommended Language

\*\*AVC Recommended Language

## ~~AP 4041—Instructional Media Services~~

Reference:

~~***Education Code Section 78100***~~

~~The Instructional Media Center provides instructional support services to both faculty and students. Audio-visual materials and equipment services and access are provided as well as graphics support to faculty for instructional purposes.~~

~~**2/6/06**~~

## ~~AP 4042—Learning Support Services~~

Reference:

***Education Code Section 78100***

~~The Learning Center provides instructional support services to enrolled students for academic and vocational courses as well as assistance in the development of basic skills in reading, writing, and math.~~

~~Learning Center services areas include an Academic Skill Program, ESL Study Center, Math Laboratory, Reading Laboratory, Supplemental Instruction, Tutoring Program, Writing Center, and the Disabled Student Services High Tech Center.~~

**~~2/6/06~~**



## **BP 4400 Community Services Programs**

### **Reference:**

Education Code Section 78300; Title 5, Section 55002

The District shall maintain a community services program that offers classes that contribute to the personal, physical, mental, ethical, economic or civic development of community individuals or groups.

The community services program shall be designed to contribute to the physical, mental, ethical, personal, economic or civic development of the individuals or groups enrolled in it.

Community services programs shall be open for admission of adults and of minors who can benefit from the offerings.

No General Fund monies may be expended to establish or maintain community services offerings. Students involved in community services classes shall be charged a fee not to exceed the cost of maintaining the offerings. Community Service offerings may also be offered for remuneration by contract or with contributions or donations of individuals or groups.

See Administrative Procedure 4400.

Adopted: 2/6/06

Revised: 3/10/08

Reviewed: 11/14/22



## AP 4400 Community Services

Reference:

[Title 5, Sections 55002](#)

[Title 5, Section 55160\(b\)](#)

Education Code Section 78300 et seq; ~~[Title 5, Sections 55002, 55160\(b\)](#)~~

Community Services, also known as [Community Education](#), offerings originate from community needs and interests and are developed in consultation with the Community Services Office.

Community Services offerings are:

- designed to provide [instruction and lifelong learning opportunities](#) that contributes to the personal [growth and/or professional development](#); ~~[physical, mental, ethical, economic, or civic development](#)~~ of the individuals or groups enrolled in them.
- open for the admission of adults and of those minors who [have the ability to benefit](#); in the judgment of the governing board ~~[or its designee, may profit](#)~~.
- [scheduled by the designated administrator to that area](#).

[Offerings may be established and maintained in civic, career and technical, literacy, health, and general education, including, but not limited to classes, workshops and seminars.](#)

No General Fund moneys ~~[are not expended to establish and](#)~~ may be used to underwrite or maintain community service offerings. [All community services offerings must be self-funded.](#)

Students enrolled in community service offerings may be charged a fee not to exceed the cost of maintaining community service offerings, or offerings may be provided for remuneration by contract, or with contributions or donations of individuals or groups.

[The AP&P Committee must approve Community Services offerings.](#)

2/6/06

Revised: 3/10/08

[Revised: 11/14/22](#)

**\*CCLC Recommended Language**

**\*\*AVC Recommended Language**



## **BP 7\_\_\_\_(TBD) Emeritus Status**

Emeritus status is an honorary status that may be granted by the Board of Trustees to recognize honorable and exemplary service to the District over an extended period of time. Emeritus status does not confer continued decision-making privileges, but encourages support of college/district activities in alignment with college/district goals and administrative direction.

Only the Board of Trustees shall grant emeritus status to former employees. The use of an emeritus status is limited to those granted the privilege through Board action. If the status is misused or if the former employee violates college/district policies, goals and administrative direction, the status may be revoked by Board action.

**See Administrative Procedure #7\_\_\_\_?**

**Adopted:** \_\_\_\_\_



## AP 7\_\_\_? Emeritus Status

### Philosophy

Emeritus status is designed to recognize the contributions of former employees to the mission of the Antelope Valley Community College District and honor their work and impact on the District.

### Eligibility for Emeritus Status

Upon retirement from full-time service, former employees may be eligible for emeritus status if they have contributed to the district in notable ways that positively impacts the future. Nominees must have served the Antelope Valley Community College District for a minimum of 10 years. Recommended individuals must be in good standing with the District. If a nominee is part of a bargaining unit, the nomination must comply with the CBA.

### Recommendation Process

Recommendations or nominations, submitted in the form of a letter, for emeritus status may be made to the Superintendent/President following the end of each academic year (spring semester). Recommendations will be reviewed by the Superintendent/President to ensure eligibility. If the Superintendent/President determines that the recommended individual(s) has/have met the criteria for eligibility and agrees with the recommendation, the name(s) may be presented to the Board of Trustees for consideration and approval of emeritus status.

### Benefits of Recommendation

Recognition of emeritus status shall include, but not necessarily be limited to, the following privileges, benefits and courtesies:

1. A letter certifying emeritus status of the respective former employee endorsed by the President of the Board of Trustees and the Superintendent/President
2. A library card allowing use of the library at Antelope Valley College
3. Free admission to athletic and performing arts events